

Washington State Nursing Care Quality Assurance Commission Business Meeting  
 MINUTES— March 15, 2002  
 Phoenix Inn Suites  
 Phoenix Room  
 415 Capitol Way North  
 Olympia, WA 98501  
 360-570-0555

Commission Members present:	Joanna Boatman, RN, Chair Becky Kerben, LPN, Co-Chair Shirley Coleman Aikin, RN, MSN Shannon Fitzgerald, RN, MSN Rev. Ezra Kinlow, Public Member Marc Defreyn, Assistant Attorney General	Gail Kirk, PhD, Public Member Frank Maziarski, RN, CRNA Cheryl Payseno, RN, MPA Sandra Weeks, LM, ARNP Marlene Wells, LPN
Assistant Attorney General:	Paula R. Meyer, RN, MSN, and Executive Director Kris McLaughlin, Secretary Peggiann Thornton, Secretary Maura Egan, RN, PhD, Education Manager Jeanne Giese, RN, MN, Nurse Discipline Manager	
Staff present:	Karl Hoehn, Lead Staff Attorney Chuck Cumiskey, RN, BSN, CRRN, Nurse Practice Manager Terry West, Health Administrator	

AGENDA ITEM		DISCUSSION	DECISION	ACTION/FOLLOW UP
March 15, 2002				
1.	Opening—Joanna Boatman, Chair called the meeting to order at 9:00AM			
2.	Consent Agenda—ACTION Items listed under the consent agenda are considered to be routine agency matters and will be approved by a single motion of the Commission without separate discussion. If separate discussion is desired, that item will be removed from the consent agenda and placed on the regular business agenda.		A motion was made and seconded to move consent agenda items E and G off the consent agenda item and place under item 5. Amend the minutes under open mike to state the Nursing Commission not the Medical Commission. The commission approved all consent agenda items with corrections.  Motion passed.	
	a. January 11, 2002 Business Meeting Minutes	Correction to “open mike” should be Nursing Commission rather than Medical Commission.		
	b. January 23-25, 2002 NCSBN Board of Directors Minutes			

AGENDA ITEM			DISCUSSION	DECISION	ACTION/FOLLOW UP
	c.	September 17, 18, 19, 20, 21, 24, 2002 Discipline Minutes			
	d.	February 7-10, 2002 FARB report			
	e.	Budget report	Move item "e" to the regular agenda under item #5		
	f.	Rules update			
	g.	Commission payroll	Move item "g" to the regular agenda under item #5		
	h.	Transition Update: NCSBN/VUE newsletter			
	i.	'Regulation of registered nursing', Dr. Lynda Crawford, <u>Reflections on Nursing Leadership</u> , Fourth Quarter 2001, 28, 29, 34.			
	j.	School Nurse Corps (SNC) Program 1999-2001 Biennial Report			
	k.	NPAP decisions			
		<ul style="list-style-type: none"> <li>Faculty Waivers</li> </ul>			
		<ul style="list-style-type: none"> <li>Programs Approved for Students who failed</li> </ul>			
		<ul style="list-style-type: none"> <li>Schools . . . . . on going approval status</li> </ul>			
	l.	Summary of Technical Assistance visits			
3.	Chair report — Joanna Boatman — DISCUSSION/ACTION				
	<ul style="list-style-type: none"> <li>Report from Oregon State Board of Nursing</li> </ul>	Joanna reported that attending the meeting was a very good experience and that the minutes are done quite differently. They have 1 discipline day and 1 business day. Their next meeting will be a discussion on the Mutual State Recognition Compact and work in their state.			

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	<ul style="list-style-type: none"> <li>February 21, 2002 Tri Council meeting</li> </ul>	Tri Council met on February 21. Nursing shortage was discussed. The Nursing Commission will host the next meeting on March 21 in Kent. The Mutual State Recognition compact will be discussed at this meeting. There are now 14 states that have signed the agreement.		A report on nursing shortage will be available at the May commission meeting
	<ul style="list-style-type: none"> <li>Other</li> </ul>			
4.	Executive Director report — Paula Meyer – DISCUSSION/ACTION			
a.	Health Professions Quality Assurance draft policy on Felony and Misdemeanor convictions	<p>The draft policy is included in the addendum packet. Discussion to be later with discipline subcommittee.</p> <p>Carolyn Hunter reported that when she reviews an application file where the applicant had answered positive, then a request for more information is completed rather than a complaint opened. The discipline subcommittee has been reviewing these files but hasn't had any complaints that included convictions. Most applicants who answered positive have minor convictions, i.e.; marijuana, or lied on application.</p>		
b.	Business meeting minutes	Discussion on what the commission wants included in the minutes. The commission likes the format we use now. Motions need to be accurate and follow up is important.	The subcommittee meeting minutes will be brief and be included in the business meeting minutes. The staff will be taking the minutes and get them to Kris for the commission packets.	
c.	Health Services Quality Assurance Workforce Shortages Task Force report-		HSQA reviewing workforce shortages in several professions are being evaluated. The work the NCQAC is doing with the Tri Council is being used as a model.	

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d.	Orientation of new commission, pro tem and public members – Jeanne Giese and Paula Meyer	The commission reviewed a draft training outline. After review they agreed that there is a need for more orientation for new commission members, pro tems, public members and staff.		Review draft and report to Paula by email or mail any comments by next business meeting.
e.	Other.	<ul style="list-style-type: none"> <li>There will be a retirement celebration for Judy Maire, OSPI on April 5, 3:30-5:00PM at the OSPI office.</li> <li>Paula reported on the State budget changes and impacts on the Nursing commission and what it means. All out of state travel requires approval by Marty Brown, Director of the Office of Financial Management. As of February 22, 2002 all agencies are prohibited from filling new or vacant positions unless directly related to public safety or essential health services. Non-essential travel, hiring and equipment purchases are frozen.</li> </ul> <p>The commission will consider using video conferencing for meetings to reduce travel costs. Even though all travel for Paula to attend National Council meetings in Chicago is paid by NCSBN, public perception must be considered.</p>		Paula will keep the commission informed on the budget freeze.
		Paula will be attending a videoconference with NCSBN on Monday, Linda Patterson will be attending a videoconference for TERCAP and the Board of Director meetings are scheduled for video conferencing as well.		

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		A 3-year plan projecting equipment needs was completed last year. Computers were upgraded as needed and printers were purchased.		
5.	<p>Discussion Items – Joanna Boatman – DISCUSSION/ACTION</p> <p>The commission members will discuss items that have come to their attention since the last meeting that may need further research or assignment to a sub-committee or task force.</p>	The commission had concerns on Legislation regarding immigration in Washington State.	The commission requested that any NCSBN reports on bills regarding immigration be forwarded to the education sub-committee. The Education subcommittee will report to the commission.	
			A decision was made to form small task forces to develop action plans. The action plans will be presented to the commission at the May meeting for discussion, prioritization and adoption.	
		The investigators, discipline section, staff attorneys and prosecuting attorneys met at the workshop to discuss priorities and improvement opportunities.	<p>Personnel: Joanna, Terry West, Marlene Wells</p> <p>Communication, Gail Kirk, Sandi Weeks, Karl Hoehn</p> <p>Process: Ellen Rosbach, Cheryl Payseno, Becky Kerben, Jeanne Giese</p> <p>Education: Shirley Aikin, Carolyn Hunter, Rose Marie Neumann, Maura Egan</p> <p>Practice: Shannon Fitzgerald, Frank Maziarski, Chuck Cumiskey</p>	The task forces will report back to the commission at the May business meeting.
6.	National Council of State Boards of Nursing (NCSBN) reports – DISCUSSION/ACTION			
	<ul style="list-style-type: none"> <li>Advance Practice Registered Nurses – Shannon Fitzgerald</li> </ul>	Shannon is scheduled to attend the next meeting, which will be held in April in Chicago. Because of the freeze on out of state travel Shannon may participate by Video conferencing.		

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	<ul style="list-style-type: none"> <li>25<sup>TH</sup> Anniversary planning advisory panel – Cheryl Payseno</li> </ul>	Cheryl Payseno will participate on a conference call in June.		
	<ul style="list-style-type: none"> <li>Practice, Education, Regulation, Congruence Task Force (PERC)– Maura Egan</li> </ul>	Maura Egan reported on her attendance February 2-4, 2002 in Tempe Arizona for PERC. Art Kliner was the facilitator. The topic was on what nursing would look like in 10 years. There will be one more meeting to plan on the presentation for delegate assembly.		
	<ul style="list-style-type: none"> <li>Disciplinary Advisory Committee – Paula Meyer</li> </ul>	Paula Meyer reported on the disciplinary advisory committee. The Investigator Summit will include an attorney day and be held in June in Chicago.		
	<ul style="list-style-type: none"> <li>Mid year meeting, Chicago March 4-7 – Joanna Boatman, Cheryl Payseno, Becky Kerben, Paula Meyer</li> </ul>			
7.	Strategic Plan update – Cheryl Payseno – DISCUSSION/ACTION	Cheryl reported that there are just minor changes. They are making progress on high priority items.		A report will be available for the July meeting.
8.	Federal Rules regarding reimbursement of facilities for Certified Registered Nurse Anesthetist, Physician Supervision, and the Governor waiver issue – Frank Maziarski – DISCUSSION/ACTION			

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	<ul style="list-style-type: none"> <li>Report on the March 6 2002 meeting with the Medical Commission and consideration adoption of the Department of Health consultation with the NCQAC and MQAC to be forwarded to Governor Locke</li> </ul>	<p>Frank distributed packets that were given at the March 6 meeting plus materials received to date. These materials will give the commission members a full picture of the issue. Joy King facilitated the consultation process meeting on March 6. Presenters were anesthesiologists, representatives from Department of Health and Certified Registered Nurse Anesthetists.</p> <p>Today's report is informational.</p> <p>March 20-April 15 DOH staff will compile all comments and present to the Medical commission on April 15, and the Nursing Commission May 10. The target date to get the packet to the Governor is June 1.</p>		Joanna asked the task force to compile the main points for the Commission meeting in May. All commission members need to read the materials and comment to the task force for a summary in May.
9.	Students with food allergies –Roberta Schott and Shannon Fitzgerald – DISCUSSION/ACTON			
	<ul style="list-style-type: none"> <li>OSPI requested representation from the NCQAC on a work group to address this issue. A report on the meeting, any actions or assignments will be discussed.</li> </ul>	<p>The workgroup will meet another couple times to develop recommendations for reasonable accommodations for students with food allergies. These meetings have been for information gathering only. The Nursing Commission may be asked an advisory opinion on students with food allergies. Shannon reported that there have been serious medical outcomes from food allergies such as peanut allergies. There needs to be instruction in the schools on how to identify these allergies and what to do. These children do not have typical symptoms.</p>	To provide recommendation to OSPI.	

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10.	Legislative Task Force report – Paula Meyer – DISCUSSION/ACTION			
	<ul style="list-style-type: none"> <li>Legislative items that are of interest to the NCQAC will be presented and discussed. The items will be discussed at the workshop on 3/14. Recommendations for action items from that discussion will be brought to this meeting.</li> </ul>	The Legislative report was completed on March 14. There were no additions.		
11.	September 13, 2002, business meeting location - DISCUSSION/ACTION			
	<ul style="list-style-type: none"> <li>Two potential locations were discussed at the January meeting. After cost comparison for the two sites, the commission will confirm the location for the meeting.</li> </ul>	Data was presented to the Commission on the cost to travel to Pasco and Moses Lake. The data included cost of airfare, mileage reimbursement and per diem.	It was moved and seconded to conduct the May meeting in Spokane and the September meeting in Olympia. Motion passed.	The commission staff will schedule a meeting room in the Olympia area.
12	Role of non-voting licensed midwife commission member – Cheryl Payseno – DISCUSSION/ACTION			



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	<ul style="list-style-type: none"> <li>Consider adopting a position description statement</li> </ul>	<p>Carolyn Hunter gave a brief history of the Licensed Midwives as part of the Nursing Commission. In 1994 when the LPN and RN boards were combined, the LM position became part of the RN board. The CNM was under the jurisdiction of the Nursing Commission where the Licensed midwife was under the Secretary profession.</p> <p>The non-voting licensed midwife should be encouraged to work on agency work, subcommittees, participate on work groups and advisory groups. They should be a part of all discussions and have the opportunity to provide input. As a non-voting member they would not participate on hearing panels and should recuse themselves when a vote is being considered.</p>		Shannon Fitzgerald and Cheryl Payseno will write a draft position description to include any history to be available for a decision at the May business meeting.
13.	Nominating Committee – Joanna Boatman - DISCUSSION/ACTION			
	<ul style="list-style-type: none"> <li>Election of new officers occurs at the May meeting. New officers assume their new positions at the July meeting.</li> </ul>	At the March 2001 meeting, the NCQAC adopted a position that if the officers were able and eligible, officers could serve two-year terms. The commission and officers will discuss availability and eligibility. The chair will appoint members to the nominating committee if needed.	Frank Maziarski will chair the nominating committee; Roberta Schott, Cheryl Payseno and Marlene Wells will be on the nominating committee.	A recommendation from the nominating committee will be made for action at the May meeting.
14.	National Council of State Boards of Nursing awards nominations – Paula Meyer – DISCUSSION/ACTION			

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	<ul style="list-style-type: none"> <li>The National Council of State Boards of Nursing accepts nominations for awards categories to be presented at the annual House of Delegates session. The Nursing Care Quality Assurance Commission will discuss and complete the nomination forms for selected categories.</li> </ul>	<p>Criteria for the regulatory award is as follows:</p> <p>Children with diabetes and school health, overlapping scopes of practice, 700 rules, ARNP RX, Quality Improvement project, nursing 101 video, memos of understanding, position statements on patient abandonment and conscious sedation, nurse delegation, web site, decision tree, timelines, WHPS, sexual misconduct, remedial, nursing shortage and tri council, education opportunities that has been provided for nurses, the list serve, use of public members</p>	A motion was made and seconded to nominate the Washington State Nursing Commission for the Regulatory Achievement Member Board Award. Motion passed.	Terry West will provide the letter of support along with the nomination form to NCSBN for this award by May 15, 2002. Shannon Fitzgerald will edit the document.
15.	Licensing improvements – Paula Meyer, Terry West – DISCUSSION/ACTION			
	<ul style="list-style-type: none"> <li>Inconsistencies in the rules and processes will be presented. Staff will present suggestions for improvements that will maintain the public safety with the licensure of RNs, LPNs and ARNPs but reduce the inconsistencies and time necessary to complete processes. Update on NurSYS implementation. The Nursing Care Quality Assurance Commission will discuss and adopt improvements.</li> </ul>	<p>Since the implementation of the Customer Service Center Terry West and Valerie Zandell have worked very hard to help the licensing section to run smoothly.</p> <p>The commission reviewed a draft document identifying all licensing requirements and workload associated with each.</p>	Cheryl Payseno and Ellen Rosbach volunteered to develop a plan to improve the inconsistencies, reduce the time necessary to complete the processes and maintain the public safety with the licensure of RNs, LPNs and ARNPs.	Terry West will arrange a follow up meeting.

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		Terry reported on the WAC: 246-840-080, 090 and WAC: 246-840-010-070 and WAC 246-840-565 rules writing workshop which was held March 13, 2002. One person attended the rules writing workshop and comments will be considered.	A decision was made to get comments to Terry regarding how to combine the RN/LPN rules or leave them separate.	Terry West will incorporate the comments into the rule writing process.
		NURSYS data – There is less than one box of historical school information to enter into the licensing system. Two temporaries had been hired to enter more than 13 boxes of NURSYS data.		Staff will complete the data entry within one month.
16.	Washington Health Professions Services process – DISCUSSION/ACTION – Joanna Boatman and Karl Hoehn			
	<ul style="list-style-type: none"> <li>The commission will discuss the process now used when licensees refuse the monitoring and treatment program. The commission will adopt improvements to the current process.</li> </ul>	It was decided to discuss this agenda item in the future.		
	Open mike is for public presentation of issues to the Nursing commission. If the public has issues regarding disciplinary cases, please call: 360-236-4727.	Those present to speak at open mike:		

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		Joan Garner, WSNA, reported that Joanna Boatman had been inducted into the WSNA Hall of Fame in 2000 and that Patty Hayes was inducted this year. Joan reported on the mandatory overtime bill, Opt out option for CRNA's, Immigrations laws, Nurse Techs taking LPN exam.		
17.	Executive Session if needed – <i>The Executive Session is that part of a regular or special meeting that is closed to the public.</i>	An Executive Session was not needed at this time.		
18.	Practice Subcommittee report – Shannon Fitzgerald - DISCUSSION/ACTION			
	A.	Old Business – DISCUSSION/ACTION		

AGENDA ITEM			DISCUSSION	DECISION	ACTION/FOLLOW UP
		1.	<p>Draft of the unlicensed assistive personnel guide for RN's and LPN's</p> <ul style="list-style-type: none"> <li>Review draft and comment</li> </ul>	<p>The draft Nursing practice guide format was presented to the Nursing Commission. This guide includes the mission statement, strategic plan, annual report and the top ten discipline cases and is still a work in progress. This will go out to the public by July 7 in paper form and will be available in every nursing arena. They can add updates to this guide when needed. Any of the documents can be used as a guide when giving information out to the public over the phones.</p> <p>Unlicensed assistive personnel guide is looking at the RCW's and the WAC's this is a work in progress. A copy of AMA and views of medical assistant. Shannon would like to see "workplace setting" be added the draft. There is no category for medical assistant in this draft. In hospital and boarding home settings they are all called something different. Unlicensed assistant personnel are health care assistants and medical assistants. It was suggested to use National Council as a reference.</p>	

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		2.	Medication workgroup <ul style="list-style-type: none"> <li>Progress report of the work group</li> <li>Review Gantt chart for a detailed progress report</li> </ul>	Can RNs/LPNs continue to put medications from a container to the medisets? They have been doing this for many years. The work with this medication workgroup is going well. Chuck facilitated the first meeting, which went very well, with Board of Pharmacy, and Pharmacy staff. There was good representation from DSHS, Home health and Hospice, WSNA. The next meeting will be April 5. They would like to issue a statement from the Department of Health representatives.		
		3.	RN's in the Operating Room <ul style="list-style-type: none"> <li>Frank Maziarski will report on progress of the team.</li> <li>Review Gantt chart for a detailed progress report</li> </ul>	Frank Maziarski gave a report on the circulating nurse workgroup. The next workgroup meeting will be March 21.		
		4.	Practice guide - Division of responsibilities <ul style="list-style-type: none"> <li>Review Gantt chart and a Detailed Outline of components and responsibilities.</li> </ul>	This is a nursing process and should be supported by the Nursing Commission.	There will be more information at the May meeting.	

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		5.	Specialty ARNP categories <ul style="list-style-type: none"> <li>Report on Timelines for expedited rule process.</li> <li>A Draft policy Nursing Care Quality Assurance Commission - Comments and Adoption</li> </ul>		A motion was made and seconded to accept the ARNP Previously Adopted Specialties draft policy (4 <sup>th</sup> draft 2/29/02).  Motion passed.	Staff will file the policy.
	B.		New Business - DISCUSSION/ACTION			
		1.	Request from Barbara Runyon, facilities Services and Licensing <ul style="list-style-type: none"> <li>Review Department of Corrections standing orders and protocol definition. Facilities Services and Licensing wants the Nursing Commission to review and make comment on the Department of Corrections standing orders and protocol definitions. A brief overview of subcommittee opinion will be presented.</li> </ul>	The Practice Subcommittee reviewed the definition and thought it was well written. No action needs to be taken at this time. Any comments can be submitted to Chuck.		
	C.		Rules – DISCUSSION/ACTION			
		1.	700 rules update	The rules will become in effect on April 6, 2002 and will be included in the new printing of the law books.		

AGENDA ITEM				DISCUSSION	DECISION	ACTION/FOLLOW UP
	D.		Other			
19.	Education Subcommittee report— Shirley Coleman Aikin— DISCUSSION/ACTION					
	A.		Continuing Competency – Strategic Plan priority #1			
		•	Issue paper and stakeholder input			
		•	Topic for Joint Practice – Education Subcommittee meeting in May 2002			
	B.		Education WAC: 246- 840-500's			
		•	CR102 out to Interested parties –			
		•	Effort to get CNEWS and stakeholder response			
	C.		Nursing Technician			
		•	CR102 out to Interested parties			



AGENDA ITEM				DISCUSSION	DECISION	ACTION/FOLLOW UP
		<ul style="list-style-type: none"> <li>effort to get response from stakeholders</li> </ul>		<p>Becky Kerben read a motion from the Education Subcommittee:</p> <p>“Whereas we have had only an Assistant Attorney General Privileged and Confidential Memo in regards to the Nursing Technician role, and, Whereas there is confusion among stakeholders about the role of nurse technicians and the statutory authority for this classification, we are here by requesting a formal opinion from the AG on the Nurse Technician role.</p> <p>Marc Defreyn responded to the Chairs request for clarification on what is involved in a formal request for an attorney general opinion:</p> <ul style="list-style-type: none"> <li>First need to phrase it in a form of a question.</li> <li>Chances of getting it read are slim.</li> </ul> <p>M. Pierce who is the Solicitor General can then, if accepted, submit to the requesting body.</p> <p>Formal opinions are very rare. Letter of opinion from M. Pierce is more common or they can just deny your request.</p> <p>DOH/HPQA has never received an official AG formal opinion. The issue is that some people do not support and others want it to stay, So many different opinions.</p>	<p>Motion and seconded and open for discussion for a formal AG opinion.</p> <p>The motion was defeated.</p>	

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				<p>Carolyn Hunter was asked to share her history and perspective on the nursing technician question and the problem with misinterpretation of the “nursing aides” and nursing assistant language. The term Nursing Assistants got left in the language in 1994 when the boards were combined. References to “Nursing Assistants” were to have changed to “nursing technicians” when the law was rewritten. The WAC was changed to correctly reflect the nursing student work role as nursing nursing technicians; but that language was not changed in RCW. The current AAG opinion indicates the Nursing Commission does not have40 section 18, Education subcommittee is saying they want an AG opinion stating does 18.79 mean nursing assistant</p> <p>Cheryl Payseno called for the question.</p>		
	D.		Foreign nurses	Moving forward with the rules process.		
		•	CR101 initiated			
		•	Community workshops scheduled			

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	E.		Other	The first meeting of the task force is planned for the first week of April.	<p>A decision was made to assign a Nursing Assistant Task Force, to address the Commission's responsibilities with the Nursing Assistant education approval and rules, to the Education Subcommittee</p> <p>The task force will consist of:</p> <p>Sandi Weeks, Education subcommittee</p> <p>Ellen Rosbach, NPAP Chair</p> <p>Lew Maudsley, DSHS, Director of NA training program</p> <p>John Huber, DSHS, Manager for NA Certified training program</p> <p>Jeni Fung, formerly with NA rules task force</p> <p>Victoria Fletcher, involved with unlicensed assistive personnel training – acute care settings</p> <p>Oralene Romjue, Trains NA n Nursing Home setting</p> <p>Roxana Martin, Train's NA's in Community College Setting</p> <p>Maura Egan, staff</p>	
20.	Discipline Subcommittee report – Cheryl Payseno - DISCUSSION/ACTION					
	A.		Use of Brief Adjudicative Proceedings in certain non-compliance cases			
		•	Pilot Project			

AGENDA ITEM				DISCUSSION	DECISION	ACTION/FOLLOW UP
		•	Limited delegation to Presiding officer for pilot project	All Commission members experience non-compliance cases. The process now requires a new SOC. The subcommittee recommends using the Brief Adjudicative Process (BAP) to delegate authority to a staff attorney from another board of commission to determine that non-compliance has occurred and to issue the order. Current HPQA policy allows this procedure. This would streamline, cut costs and cut the amount of time it takes to deal with a non-compliant respondent. Upon recommendation from the charging panel, a case would be evaluated to determine if it met the criteria for a BAP.	A motion was made and seconded to authorize a six month pilot project using BAPs to handle certain cases where respondents have failed to comply with the terms of a Final Order; and that the Commission delegates authority to the Presiding Officer (a Commission staff attorney) to be the finder of fact for the pilot period.  The motion passed.	A report of the Pilot Project will be made following six months of implementation.
	B.		Stayed Suspension v. Probation	The term “stayed suspension” versus suspension with stay is confusing to the public and to nurses. We have the authority to change our terminology to use the term “probation” when referring to a license that is limited or restricted.	A motion was made and passed that the Commission will use the term Probation when referring to a license that has conditions in place rather than the term “suspension with stay”; and that staff attorneys and AAG’s be requested to use Probation when appropriate.	
	C.		Policy on Felony and Gross Misdemeanor Convictions			
		•	Adoption of the Procedure to be followed when applicants answered "No" on their application for a license and it is discovered they have a conviction (lied on their application).	Attachment A, to the Policy on Felony and Gross Misdemeanor Convictions is a letter to be sent to licensees informing them that the Commission is aware that they lied on their application.	Motion was made and passed to utilize this letter as appropriate when dealing with nurses who lied on their application.	

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		<ul style="list-style-type: none"><li>•</li></ul>	Adopt guidelines	HPQA staff has developed guidelines for Commissions to consider when dealing with health professionals that have a criminal conviction. The guidelines consider whether the crime raises reasonable risk that the provider poses a risk of harm to the public, and/or lowers the standard of the profession in the eyes of the public. The guidelines propose appropriate action to take, including consideration of aggravating and mitigating circumstances. Disqualifying crimes against vulnerable adults and children are already in the law.	A motion was passed to adopt the HPQA Policy on Felony and Gross Misdemeanor Convictions.	None
		<ul style="list-style-type: none"><li>•</li></ul>	Revising the process for conducting mental and physical health evaluations.	The subcommittee is reviewing and revising the protocols for conducting mental/physical evaluations and developing a new list of approved evaluators.		
	D.	Other				
21.	Other/FYI					
	King County Elder Abuse Counsel			Cheryl Payseno reported on the meeting she attended March 12 with the King County Elder Abuse Counsel. This meeting was held to discuss the requirement that nurse and other health care workers need to report abuse and neglect of vulnerable adults to law enforcement agencies. Cheryl has been asked to participate in a task force to develop a plan to education and inform nurses regarding this law (RCW: 74.34.035).  A suggestion was made to put this information in our newsletters.		

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	Budget report	Discussion to look at fees in May and consider raising ARNP fees because of disciplinary cases for ARNP cases being higher than RN and LPN cases.		Staff will work on fee study.
	Cost of disciplinary panels	The commission reviewed a summary of the latest budget report. The UDA requires a panel of 3 but there has always been 4 in case one of the members is familiar with the case or one of the members can't show. The possibility of less time being spent at the beginning of hearing between the judges and the lawyers was discussed.		
		The cost of holding conference calls was discussed.		Commission staff will research the cost of conference calls.
	Commission 101 video	How can the video be utilized in order to save money?	A decision was made to submit the video to CNEWS for an agenda item.	
	Conference calls and charging panels	There has been some confusion as to the costs of conference calls. It is better to schedule only 3 ports for an evening call as there is no staff at the State Operator in the evenings to assist with another port or additional time if needed. You are allowed an additional port and an additional hour on any evening conference call.	Find out the cost of conference calls. The difference between daytime and evenings, operator assisted and meet me calls.	Give the costs to Joanna for panels and subcommittees. This information to be included in the commission/pro tem packets for the May meeting.

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	The increase of task forces	The commission discussed the need to prioritize the task forces and how they fit into the strategic plan. When stakeholders ask for something to be presented to the commission they will need to be told that it will be prioritized according to the strategic plan. If it does not relate to the strategic plan then it may not be on the agenda for quite some time. If it is on the strategic plan then it will come to the commission sooner. The information sometimes needs to come to the subcommittees prior to the commission.		
	Subcommittee meetings	How often are the subcommittees meeting between commission meetings? Education meets every month, Practice and discipline meet once between each commission meeting.	A suggestion was made to charge for site visits. Initiative 601 limits us from charging fees we would have to go through a fee study process.	
22.	Closing	The Nursing Commission meeting adjourned at 3:40PM on March 15, 2002 by Chair Joanna Boatman		

Approved on May 10, 2002, as attested by Joanna Boatman, Nursing Commission Chair

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The minutes were recorded by Kris McLaughlin \_\_\_\_\_